



Foreign Service Circular

April 29, 1957

SUBJECT: Preparation of Officer Efficiency Reports

1. Form FS-315, Efficiency Report, has been modified as a result of suggestions received by the Department from various sources, particularly recommendations made by past Selection Boards. Since Form FS-315 as last revised in 1952 generally has been considered satisfactory for the purposes intended, an attempt was made to avoid any radical change in format or substantive content.
2. New, detailed instructions for the use of the revised Form FS-315 are set forth in the attachment to this circular. They embody not only changes in the old instructions as required by the revision in the form, but also guidance intended to overcome past reporting inadequacies. Rating and reviewing officers shall familiarize themselves with the new instructions, and with the revised instructions on the form itself, before attempting to complete the revised Form FS-315.
3. Posts shall comply with the newly established due date (June 15 rather than July 15) for submission of regular efficiency reports on officers of the Foreign Service. Reports submitted this year will cover the rating period July 1, 1956 - May 31, 1957, and shall be submitted to the Department not later than June 15, 1957. An appropriate revision of 1 FSM IV 574.11 will be issued shortly.
4. An initial supply of Forms FS-315 (Rev. 4-15-57) is being distributed by air to all posts simultaneously with transmission of this circular, for use in the preparation of the next group of efficiency reports.

CANCELLATION

Foreign Service Circular No. 175,
May 9, 1956, is hereby canceled.

Attachment: Instructions for Use of Form FS-315.

(PER)

State - FD, Wash., D. C.